



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,510 - \$3,050

CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN) PROGRAM SACRAMENTO

COIN is a small unit in the Department of Insurance with a unique mission in State Service: to increase the level of insurance industry investments for economic development and affordable housing benefiting California's low-to-moderate income communities. COIN also administers the California Community Financial Institution tax credit program. Working in COIN offers the opportunity to join with others both inside and outside government to make a difference in those communities, to work in a department headed by an elected official, to enjoy varied job duties and to do some travel. COIN is housed in a private building offering many amenities including concierge services, parking in the building paid with pre-tax dollars and a location close to numerous restaurants, the Downtown Mall, the Crocker Museum and Old Sacramento.

RESPONSIBILITIES: Under general direction of the COIN Director, the Office Technician will provide a variety of secretarial and technical support/assistance to the COIN Program staff. Duties will include, but are not limited to: relieve the COIN Director of routine office details; type and edit various letters, memorandums, reports, spreadsheets, graphs and charts; manage various records, files and logs, including assignment logs prompting staff on upcoming deadlines; assist with the maintenance of the COIN databases and Web site; use the Internet to research organizations, conferences and training opportunities; monitor office supplies and equipment, ordering supplies, equipment or repairs as needed; coordinate logistics for and take and prepare minutes of all COIN Advisory Board meetings; assemble and distribute COIN informational packets/brochures, mailings and quarterly newsletter; schedule meetings, conference calls and video conferences; maintain schedule and coordinate the appointments/activities and calendar of the Director; coordinate travel and facilities logistics; assist staff with travel arrangements; prepare and submit all Travel Expense Claims for staff; greet visitors, answer/screen telephone calls and handle or refer as appropriate; process and review incoming mail and distribute to appropriate staff; serve as attendance clerk for the COIN unit; and other related duties as assigned.

DESIRABLE QUALIFICATIONS:

- Experience carrying out the responsibilities described above
- Proven capacity to produce high quality, accurate work; excellent typing, editing, and proofreading skills
- Strong computer skills: knowledge of Microsoft Word, Outlook, Excel and Web browsers is necessary; knowledge of Access, CommonSpot, Oracle database tools, including Discoverer, is a plus
- Strong organizational and secretarial skills; experience in relieving program managers from administrative detail
- Ability to prioritize multiple assignments and work well supporting multiple team members
- Possessing a cooperative and supportive attitude and commitment to teamwork in a fast paced environment
- Ability to coordinate and prepare high quality large mailings, including use of mail merge process
- Willingness to travel to Quarterly COIN Advisory Board Meetings within California

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., transfer or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Delores McKinnon, Dept. of Insurance-COIN, 300 Capitol Mall, 16th Floor, Sacramento, CA 95814. **Please indicate "OT(T), #184-1139-001" on the State application.** For additional information, please contact Delores McKinnon, COIN Director, at (916) 492-3534.

FINAL FILING DATE: August 17, 2006 or until filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

eg08/07/06

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
